

SHREVEPORT/CADDO PARISH METROPOLITAN PLANNING COMMISSION
505 TRAVIS STREET, ROOM 440 PHONE 318-673-6480
SHREVEPORT LA 71101

2015 MPC APPLICATION FILING DEADLINE DATES:

<u>Early Date:</u>	<u>Late Date:</u>	<u>MPC Meeting Date:</u>
November 18	November 25	January 7
December 16	December 23	February 4
January 13	January 20	March 4
February 10	February 17	April 1
March 17	March 24	May 6
April 14	April 21	June 3
May 12	May 19	July 1
June 16	June 23	August 5
July 14	July 21	September 2
August 11	August 18	October 7
September 15	September 22	November 4
October 13	One Date-Holiday Schedule	December 2

Any application not having all of the required information (please refer to MPC Development Application) by 5:00 P.M. on either the early or late filing date will not be accepted by MPC staff.

It is recommended that you **schedule a pre-application meeting with an MPC Planner at least three weeks in advance of the filing deadline** in order to assess the accuracy and completeness of your request and required submittal documents. Failure to do so may result in a significant delay in scheduling your application for MPC Board consideration.

MPC DEVELOPMENT APPLICATION FILING FEES:

	<u>CITY CASES</u>		<u>PARISH CASES</u>	
	<u>EARLY</u>	<u>LATE</u>	<u>EARLY</u>	<u>LATE</u>
Rezoning	600.00	750.00	500.00	650.00
Admin. Use Approval - Residential	350.00	350.00	350.00	350.00
Admin. Use Approval - Non-Res.	500.00	500.00	500.00	500.00
Use and Extended Use Approval	500.00	650.00	500.00	650.00
Site & Revised Site Plan/PUD Site Plan	500.00	650.00	300.00	450.00
PUD Rezoning and Preliminary Site Plan	600.00	750.00	500.00	650.00
Planned Building Group (PBG)	600.00	750.00	300.00	450.00
Preliminary Plat	100.00	200.00	100.00	200.00
	+ 20/Lot	+20/Lot	+10/Lot	+10/Lot
	(Maximum 1000.00)		(Maximum 500.00)	
Final Plat/Re-plat	100.00	200.00	100.00	200.00
	+ 20/Lot	+20/Lot	+10/Lot	+10/Lot
	(Maximum 1000.00)		(Maximum 500.00)	
Admin. Revised Plat	150.00	150.00	150.00	150.00
Public ROW Closure and Abandonment	N/A	N/A	N/A	N/A

The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed. All withdrawals must be submitted in writing (letter or email) to the MPC Staff.

OTHER INFORMATION:

All **rezoning and PUD cases are recommendations only from the MPC Board** and are not final until the Governing Body has taken action (City Council for City Cases, Parish Commission for Parish Cases), Please be advised that this process typically takes from 45 to 90 days.

All MPC Board Decisions are subject to Appeal to the appropriate governing body. A \$250.00 filing fee is required. The appeal period starts the day after the decision is made by the MPC Board and runs for 10 calendar days.

CITY CASES: Appealed to the **City Council** at 505 Travis St., Suite 410
(4th Floor Government Plaza). Please call 318-673-5262.

PARISH CASES: Appealed to the **Caddo Parish Commission** at 505 Travis St.,
Suite 110 (1st Floor Government Plaza). Please call 318-226-6596.

IMPORTANT CONTACT INFORMATION:

Permits: Building Permits can be obtained at 505 Travis St., Suite 130
(1st Floor Government Plaza). Please call 318-673-6100.

Certificates of Occupancy: COs can be obtained at 505 Travis St., Suite 130
(1st Floor Government Plaza). Please call 318-673-6442.

Caddo Parish Health Department: Authorization for food sales, and for all septic tanks. Please call 318-676-5222.

Floodplain and Floodway Information: Please call City Engineering at 318-673-6000 or Parish Engineering at 318-226-6930.

06/17/15